

"In Progress" means the PR is still open for changes, and thus it is with the PR creator or a reviewer.

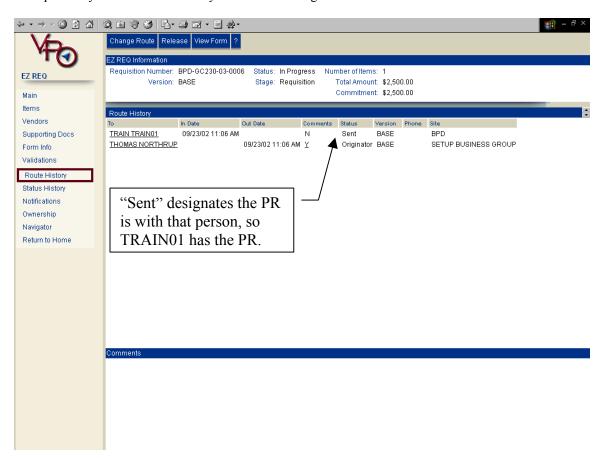
"Pending" means it is with the approver and it is locked for changes, it can only be approved or disapproved at this point. If changes need to be made, then it should be disapproved by whoever has it, so it will be returned to the Requisitioner. If it is acceptable, it should be approved so funds will be committed and it will proceed to Procurement.

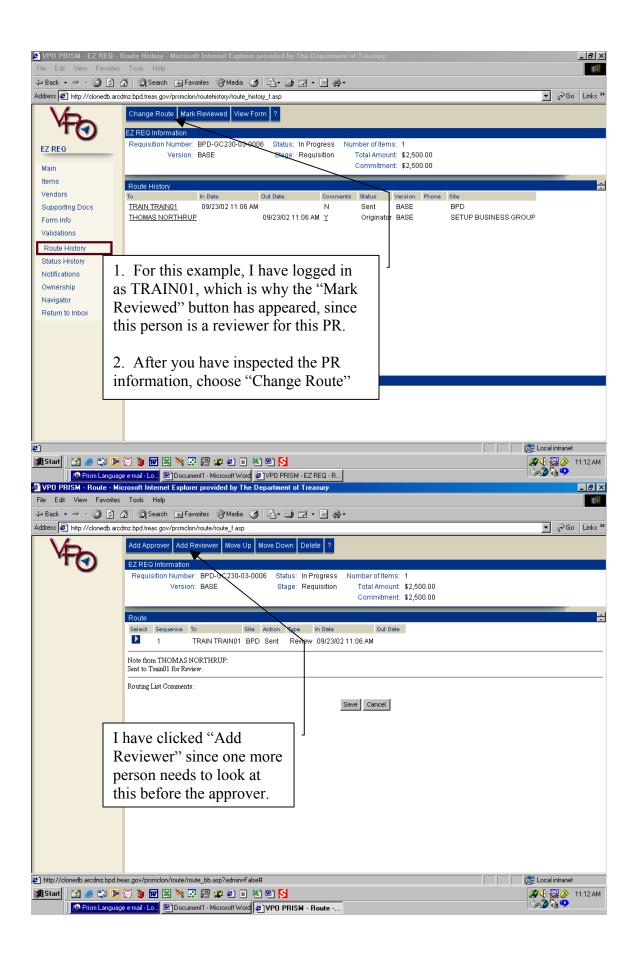
"Pending Financial Approval" means the PR has been approved and thus sent to the Financial Interface to Commit the money if the accounting information used is valid.

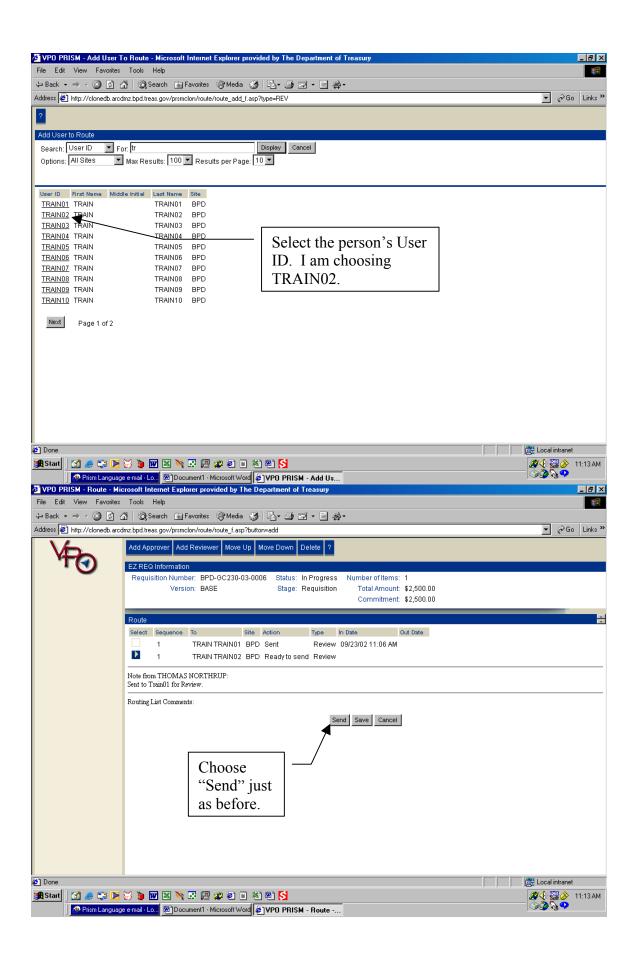
"Released" means the PR has been approved by the interface and the PR has been sent to the Procurement in-box to be assigned to a buyer.

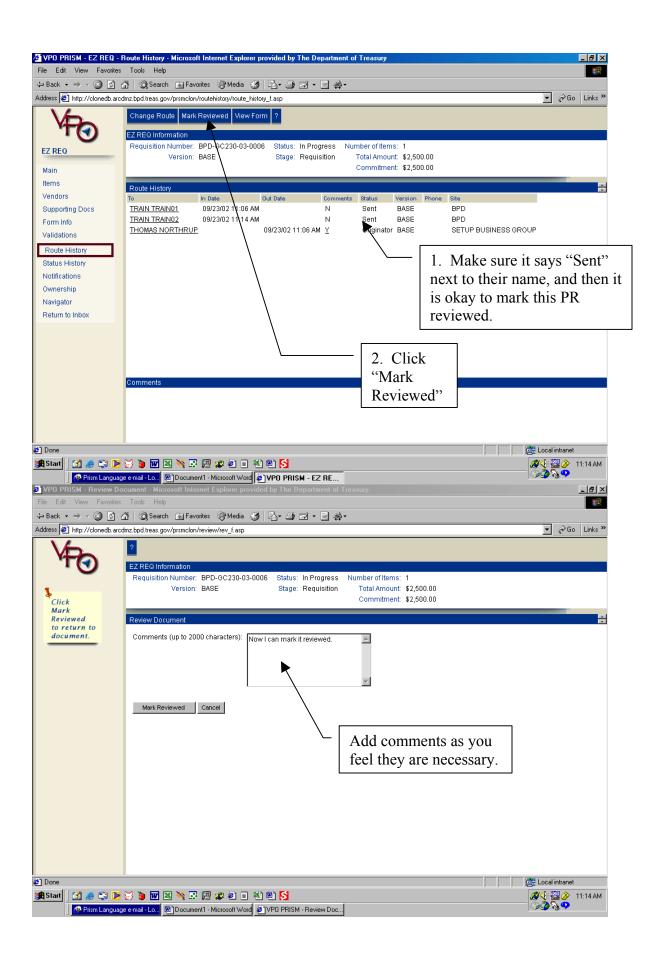
When you need to route a PR go to "Route History" on the left hand side of a PR:

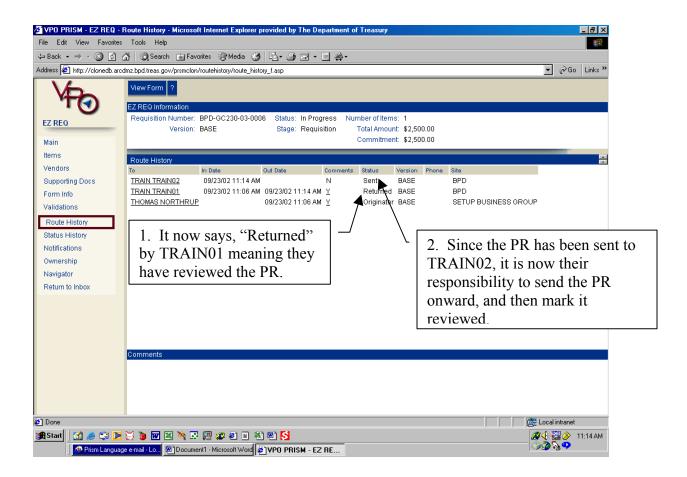
- 1. Go to route history and click "Route" or "Change Route" at the top (it is a blue button)
- 2. Add the person as a reviewer if they are just checking the document and possibly making changes to it.
- 3. Add the person as an approver if they will be the last person to see the PR before it comes to Procurement. (Once you approve a PR it automatically comes to Procurement and the PR does not need any further action by the approver)
- 4. After you have selected their user ID, click "Send" to route the PR to the next person.
- 5. Then once you see "Sent" next to their name in "Route History" you know it has gone through to them. *After you see "Sent" next to the person's name that follows your name you should click the blue button at the top that says "mark reviewed" if you have been designated as a reviewer on this PR.

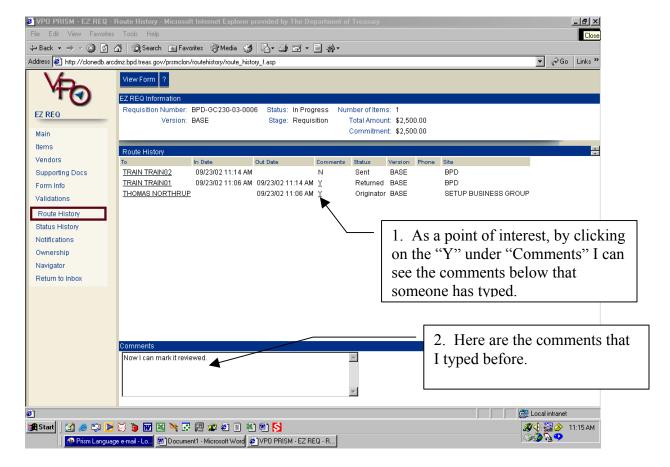












When this particular PR gets to TRAIN02, the second reviewer would

- 1. Inspect the PR
- 2. Go to "Change Route"
- 3. Click "add approver"
- 4. Choose the approver
- 5. "Send" the PR to the approver

Then the Approver would:

- 1. Look the PR over
- 2. Mark it approved or disapproved.

* If it ever says "Ready to Send" next to someone's name then it has NOT gone to them, you should try resending it, by clicking the "Send" button, if it is an option under the "Route" or "Change Route" button, or you should delete their name and then add them again, at which point you should "send" it once more. If it will not allow you to delete the name, contact the creator of the PR and ask them to go into the PR, once you exit it, so they can change the route. If they are unavailable or their efforts prove to be futile then contact the ARC Support Desk (304-480-7272) and they will put you in touch with an administrator.

When you want to know where a PR is located, or what someone on the routing list has done to a PR, the following definitions will help, so here is a quick review:

- 1. "Ready to Send" means that that person is on the routing list, but they DO NOT have the PR in their possession
- 2. "Sent" means that the PR is currently in that person's in-box
- 3. "Returned" means the person was a reviewer and that they have marked the PR as reviewed
- 4. "Approved" means that the person was an approver and they have marked the PR approved.
 - * "Disapproved" means they have marked it disapproved, and it will go back to the end user.